



## Job Announcement

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<b>Opening Date:</b>	April 17, 2015	<b>Closing Date:</b>	May 1, 2015
<b>Job Title:</b>	Administrative Assistant II	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	085595	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Court of Appeals Annapolis, Maryland	<b>Grade/Entry Salary:</b>	J07 \$32,674 - \$38,760 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

**Essential Functions:** The Administrative Assistant II provides secretarial and clerical support to the Clerk's Office in the preparation of the court documents, certificates and general correspondence. This position assists the public, co-workers and attorneys by providing information on Court procedures via telephone and in person and assists with Bar Admission ceremonies and processing out of state attorney admissions; prepares out of state attorney bar applications for filing and Legislative Bills for binding. In addition, the Administrative Assistant answers, screens, and routes telephone calls and takes messages; directs phone inquiries to the proper person, assists in maintaining the Court's data system by entering and updating attorney information as well as name changes, and assists in opening and sorting mail when requested. This position performs other duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** Two years of experience providing secretarial, clerical or administrative work involving the use of a personal computer and work processing software.

**Note:** Completion of a secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

**Skills/Abilities:** Knowledge of business English, including proper grammar, spelling and punctuation. Knowledge of office practices and procedures. Ability to understand and implement departmental rules, regulations, procedures, and instructions, both oral and written. Ability to handle multiple tasks, prioritize work and accept change in work priorities. Ability to communicate effectively in person, in writing and via telephone. Ability to use and maintain alphabetical and numerical filing system. Ability to use standard office and business equipment including personal computers, word processing, spreadsheets and database software. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors as demonstrated by successful completion of a typing or alphanumeric data entry test(s), each test not to exceed 5 minutes. Ability to lift up to 10 lbs. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted.)**

**Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary, HR Dept.  
580 Taylor Ave, Bldg A1  
Annapolis, MD 21401  
**Email:** [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**